



**Job Title:** Development Assistant

**Employee Summary:** Full-time, non-exempt hourly

**Reports to:** Development Director

**Position Summary:**

The Development Assistant supports the operations of the Development Department in order to grow our contributed revenue in support of the programs and activities of Seattle Audubon. The Development Assistant provides a positive and effective customer service to our members and donors and ensures the accuracy of donor records and gift acknowledgements. This position works from the Seattle Audubon Nature Shop in Northeast Seattle, with the option for some remote work. The expected work hours for this position are Monday – Friday. Occasional evening or weekend work may also be required. People of color, women, LGBTQIA+, and other applicants from historically marginalized groups are encouraged to apply.

**Duties and Responsibilities:**

The responsibilities of the Development Assistant include, but are not limited to:

**Database Coordination**

- Ensure thorough and accurate record keeping in Seattle Audubon’s Salesforce donor database and other data sources
- Perform gift-entry duties and data-cleaning at regular intervals
- Maintain database applications and integrations, and assist with their maintenance
- Continue to improve upon existing work flows and systems for efficiency and accuracy

**Member Communications**

- Act as primary contact for membership inquiries, providing timely customer service
- Prepare donor acknowledgment letters and coordinate fulfillment
- Coordinate production, printing, and mailing of direct mail appeals and member renewal notices, including overseeing vendors and volunteers in the execution of these activities
- Logistics of member renewal and acquisition communications via mail and email
- Prepare donor lists and reports to track revenue and send communications

**Administrative Duties**

- Coordinate fulfillment of benefits for all levels below Major Donor giving
- Assist with and attend fundraising and other special events as needed
- Perform other tasks as requested by Development Director
- Participate in weekly staff meetings
- Annual evaluation of vendor partnerships, prioritizing those that better meet our budgetary, quality, sustainability, and equity needs.

### **Equity and Justice**

- Ensure equitable access to the Seattle Audubon programs overseen by this position, which includes donor events, volunteer opportunities, and donation opportunities
- Ensure equitable stewardship and solicitation of Seattle Audubon members, donors, volunteers, and prospects
- Attend Hoot Camp, staff and volunteer leadership development series, annually

### **Qualifications**

- Exemplary customer service
- Detail-oriented with a high level of accuracy
- Familiarity with Windows and Microsoft Office applications
- Salesforce or related database experience highly desirable
- Commitment to the organization's values of equity, diversity, and inclusion
- Knowledge and appreciation of nature
- Experience thriving in a highly collaborative team-based environment and communicate across all levels of an organization
- Time management skills, conflict and stress management savvy, grace under pressure, positive attitude, integrity, and a sense of humor

### **Salary & Benefits**

The expected pay range for this position is between \$20-23/hour (\$41,600-47,840 per year at 40 hours per week), commensurate with experience. Seattle Audubon also prides itself on being a family- and pet-friendly workplace and encourages a healthy work-life balance. We offer a competitive, benefits package, including:

- medical insurance
- vision insurance
- 13 annual holidays
- compassionate bereavement leave
- socially responsible retirement plan with 3% matching (after one year)
- up to 14 accrued vacation days in first year
- dental insurance
- life insurance
- long-term disability insurance
- up to 24 days of qualified sick time

### **About the Organization**

Founded in 1916, Seattle Audubon is an independently incorporated chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. We maintain a current staff of 12 and reach a local membership of approximately 3,000 households. Our strategic plan, *Cities at the Center*, has articulated goals within the themes of urban conservation, equity, and resilience. Furthermore, in *Cities at the Center*, Seattle Audubon released new mission, vision, and values statements, affirming our 21st-century identity as an urban conservation organization:

**Mission:** Seattle Audubon advocates and organizes for cities where people and birds thrive.

**Vision:** Seattle Audubon envisions cities that integrate and value nature, minimize threats to birds, and protect habitat.

**Values:** We are a community of passionate, talented, and unique individuals, and our service is Seattle Audubon's most valuable resource. As a staff-run and volunteer-powered organization, we value:

- Inspiration. Birds inspire and inform conservation in a unique and powerful way.
- Interconnectedness. The health of birds and their habitats is tied to human health.
- Equity and Inclusion. Equity and inclusion are necessary to achieve our mission.
- Diversity. Diverse perspectives strengthen our understanding of birds, our community, and the environment.
- Humility. There are infinite ways to experience and enjoy birds and nature respectfully.
- Collaboration. We are most successful when we collaborate within and outside the organization.
- Science. Our policies and programs must be informed by science.

### **Equal Employment Opportunity Employer**

It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity or gender expression, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical, mental or sensory disability, protected veteran status, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.

### **How to apply**

Qualified applicants should submit a cover letter and resume as one (1) combined electronic PDF file to [jobs@seattleaudubon.org](mailto:jobs@seattleaudubon.org) with Development Assistant in the subject line OR submit paper versions of these documents mailed to or dropped off at Seattle Audubon, 8050 35th Ave NE, Seattle, WA 98115. No phone calls please. Applications will be reviewed on a rolling basis.